

# Mortgage Account Past Due Alert

Date: [Insert Date]

Account Holder: [Insert Name]

Account Number: [Insert Account Number]

Dear [Insert Name],

We are writing to inform you that your mortgage account is currently past due. As of [Insert Due Date], we have not received your payment of [Insert Amount] which was due on [Insert Original Due Date].

It is important to address this matter promptly to avoid any late fees or negative impact on your credit score. We encourage you to make the necessary payment as soon as possible.

If you have already sent your payment or if you are facing financial difficulties, please contact our office at [Insert Phone Number] or [Insert Email Address]. We are here to assist you.

Thank you for your attention to this important matter.

Sincerely,

[Your Company Name]

[Your Company Address]

[Your Company Phone Number]

[Your Company Email Address]